

**AOP Minutes
November 6, 2007**

Present:

Gloria Ahlers-Uecker
Kay Crawford
Barb Ekeberg
Sue El-Eid
Ann Esson
Roxie Fisher
Addy Free
Jill Gebhardt
Jeanette Hughes
Theresa Klauer
Jane Kollasch
Martha LeDuc
Chanomi Maxwell-Parish
Patty Byrne Pfalz
Herta Pitman
Betsy Salvatore
Toni Schrantz
Mary Claire Schultz
Kathie Scott
Katie Scott
Ann Warren

Hopefully I got everyone who was there

Kelly Borke from Telecommunications came to the meeting to discuss the new phones that will be rolled out at Macalester. Four phone sizes will be offered as options (Kelly showed us the middle two which will be the most common). The smaller phone has one line and the larger of the two offers two lines. They will have permanent labels on some of the buttons and in addition, options can be activated by pushing buttons listed under the display window. The caller ID will list calls from within campus, calls from outside of campus will be listed as “Macalester College”. Kelly will activate a call waiting function on the phones allowing us to put the first caller on hold. The two phones will be priced at \$115 and \$155. There is an option of ordering a small phone as well. There will be some ring tone options to choose from. Most Department Coordinators will receive the larger of the two phones (the one with 2 lines). The larger phone has a shift key which can be used to change the functions (like auto dial). It also has a call log button which allows us to save numbers from the most recent 20 calls that we have made. It will also show how many missed calls we have and who our inside Macalester calls are from. We can purchase a headset for the phone through Kelly as the new phone has a place to connect a headset that is made to fit this phone. The phone can also be raised and lowered. We can order a headset from Kelly (cost per headset: \$150-\$170). The larger phone accommodates a headset better than the smaller one does. The phones all have

speakers. They have budgeted for about 75 phones this year and will be distributing them to people who have trouble with their old phones first.

Herta presented the academic calendar which we designed with the goal in mind of letting other (primarily non-academic) departments know when our busy times are so that deadlines aren't given to us at our busiest times. It was determined that we all have different busy times and that the calendar just reflects our general schedules. September, February and May seem to be common times when we all are busy. Ann Warren suggested copy for a letter that we could provide to other departments saying we are extremely busy during September, February and May-- instead of the calendar-- letting people know that certain months should be avoided when adding new deadlines. We were concerned about providing something too wordy that people wouldn't pay attention to and also don't want to alienate ourselves from the college.

The next meeting will be hosted by Old Main and will be at 9:30a in 4th floor Old Main. Jayne Niemi has agreed to be our guest at the meeting and will talk about changes in the Registrar's office such as the new EPAG requirements.

Our AOP mailing list is administered by Addy Free, please contact him if there are any changes that need to be made.

We decided not to have the next meeting be a Christmas party. If anyone would like to participate in Secret Santa this year, please e-mail me by Thanksgiving vacation and Katie Scott (Asian Studies) and I will organize it.

Respectfully submitted by Kathie Scott (American Studies)